



CONTINUITY OF OPERATIONS

In pursuit of equal justice, the Louisiana Public Defender Board advocates for clients, supports practitioners and protects the public by continually improving the services guaranteed by the constitutional right to counsel.

Through its commitment to performance standards, ethical excellence, data-driven practices and client-centered advocacy, the Louisiana Public Defender Board oversees the delivery of high quality legal services affecting adults, children and families, and supports community well-being across Louisiana.

I. Continuity of Operations Plan - COOP

The State's Emergency Operations (EOP) developed by the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) requires that each state agency develop and maintain a Continuity of Operations Plan which will describe the plans, procedures, arrangements and agreements by which agencies can overcome emergencies that could damage facilities, staff records, equipment and communications, while continuing to provide services for the state and its people.

A comprehensive and complete copy of the Louisiana Public Defender Board's Continuity of Operations Plan is to be provided to relevant court personnel and state agencies, all District Defenders, all contract program Directors and, upon written request, to any other public entity.

II. Purpose

The objective of the COOP is to assist any district indigent defender or contract program office with rapid and effective response to and recovery from any natural or man-made emergency or pandemic that threatens the delivery of indigent defense services ensuring the continuation of essential functions.

III. Applicability and Scope

Applicability: It is the responsibility of the State Public Defender and Deputy Public Defenders, District Defenders and contract program Directors to ensure their staffs have appropriate education and understanding of the entire plan and are provided accurate information and training under their respective COOPs.

Scope: The Continuity of Operations Plan applies to all staff, district offices and contract programs including all satellite offices, divisions, departments and/or sections.

IV. Essential Functions

LPDB must be in communication with all members of the criminal justice system affecting the defense function. LPDB must locate and assist District Defenders and contract program Directors in their efforts to recover from a disaster and in the delivery of defense services to clients. LPDB's mission-essential function during an emergency is to serve as a liaison, coordinator, and conduit of information between and among all members of the criminal justice system and to provide aid in the delivery of defense services to clients.

V. Alternate Facilities and Re-Location

The State Public Defender or her representative will notify all Board members, essential court personnel, all District Defenders and all contract program Directors, electronically or telephonically, of any necessity to evacuate the building and/or to relocate main office operations to an alternate location, the address and contact information for any alternate location upon

operational status,¹ and of the proposed date and time for the return to the main physical office location.

All LPDB employees will be accessible electronically and telephonically during pre-set core hours. Alternate sites will remain operational until such time as the State Public Defender is notified by competent local, state, or federal authority that the 500 Laurel Street, Baton Rouge, Louisiana, main office location has been approved for re-entry.

A. Local Alternate Location – Immediate and/or Short Term Closure
668 Main Street, Baton Rouge, Louisiana

In the event of an emergency announced by competent local, state, or federal authority or agency which requires building evacuation, LPDB staff will move immediately with their assigned group members to the designated short term local alternate location. Groups are initiated primarily to guarantee staff safety and accounting. Groups are listed at the end of Section V.

B. Local Alternate Location – Extended Closure
Office of Information Services, Claiborne Building, 1201 North Third Street
Room 212, Baton Rouge, Louisiana

In the event of an emergency announced by competent local, state, or federal authority or agency which renders the main office building uninhabitable for an extended period², main office operations will re-locate to the designated local alternate location for extended closure.

C. Regional Alternate Location - Primary
Louisiana State University – Alexandria (LSU-A)
8100 Hwy. 71 South
Alexandria, Louisiana

In the event that the main LPDB office is uninhabitable or has insufficient infrastructure to support operations, main office essential functions and support personnel will transfer to the primary regional alternate site. This location is to be operational within 24 hours of staff's evacuation of the main office or within 24 hours of the announced emergency, whichever occurs first.

Essential support staff for the local and regional alternate sites will be made up of teams consisting of one or more executive staff member and two or more administrative staff members representing two or more divisions of LPDB. Teams are listed at the end of Section V.

D. Distant Alternate Locations
Memphis, Tennessee (1)
Mobile, Alabama (2)

¹ "Operational status" is to be within 24 hours of the announcement to the State Public Defender that the main office has been declared uninhabitable.

² "Extended period" exceeds at least one month or will be determined by the State Public Defender based on information following the adverse event.

In the event that it is unsafe to travel to the primary regional alternate location (Alexandria, Louisiana) and upon direction by the State Public Defender, the main office's essential functions and support personnel will transfer to one of the secondary sites, listed above. The State Public Defender will determine, based on the nature and location of the emergency or disaster, which secondary site is designated for LPDB office function.

LPDB GROUP LIST:

Group A	State Public Defender Budget Officer Accountant Executive Assistant Legal Research Assistant
Group B	Administrative Coordinator Trial Level Compliance Officer Capital Case Coordinator Paralegal, Compliance/Capital Divisions
Group C	General Counsel Paralegal, Legal Division JIDAN Coordinator
Group D	Deputy Public Defender/Training Officer Attorney 4 Paralegal, Training Division
Group E	Deputy Public Defender/Director of Juvenile Services Juvenile Compliance Officer Information Technology & Management Officer Receptionist/Administrative Coordinator Information Technology and Support Assistant

LPDB TEAM LIST:

Team 1	State Public Defender IT Support Assistant Paralegal/Executive Assistant Juvenile Compliance Officer Accountant* General Counsel* General Counsel Paralegal*
Team 2	Deputy Public Defender/Training Director Information Technology & Management Officer Administrative Coordinator I Budget Officer* Capital Case Coordinator* Attorney 4*
Team 3	Deputy Defender/Director of Juvenile Services Trial Level Compliance Officer Compliance Paralegal Special Projects Advisor * Administrative Coordinator/Purchasing*

	Training Paralegal*
	JIDAN Coordinator*
	* - If accessible by phone and/or email, not necessary to be present except on an as needed, on-call, basis

VI. Communication and Announcement

LPDB is committed to supporting COOP planning in the districts and programs in its effort to ensure indigent defendants guaranteed delivery of legal services receive appropriate communication and representation, ensure public safety, facilitate the efficient deployment of resources in a time of emergency and deliver constitutionally mandated services.

Simultaneous to initiating its own continuity of operations planning, LPDB notified all districts and contract programs of their obligation to LPDB, their own staff, and their clients, to have in place alternate operational plans for long and short term emergency situations. LPDB has provided to each district and contract program templates and guides based on its own COOP.

In the event that the LPDB server ceases operation during or as a result of a hurricane or other emergency, all LPDB staff members, District Defenders and contract program Directors have been assigned alternate g-mail accounts, to aid in communication. Upon an announced emergency or COOP activation, electronic and telephonic communication should be attempted immediately.

LPDB STAFF EMERGENCY CONTACT INFORMATION			* Area Code 225
LOCATION	NUMBER*	GMAIL ACCOUNT	LPDB Email
MAIN OFFICE LINE - 1	219-9305		
MAIN OFFICE LINE - 2	219-9512		
JEAN FARIA, State Public Defender	219-9305	jfariapdb@gmail.com	jfaria@lpdb.la.gov
JULIE KILBORN, Deputy Public Defender	219-9431	jkilbornlpdb@gmail.com	jkilborn@lpdb.la.gov
Deputy Public Defender/Juvenile Services	219-9353	position currently vacant	
SHERRI BARRILEAUX, Paralegal	219-9336	sbarrilleauxlpdb@gmail.com	sbarrilleaux@lpdb.la.gov
Juvenile Compliance Officer	219-1162	Position currently vacant	
GINA CARLEY, Receptionist/Admin. Asst.	219-9305	gcarleylpdb@gmail.com	gcarley@lpdb.la.gov
NATASHIA CARTER, Accountant	219-1156	ncarterlpdb@gmail.com	ncarter@lpdb.la.gov
LATRICE CLARK, Admin. Coordinator	219-3305	lclarklpdb@gmail.com	lclark@lpdb.la.gov
Capital Case Coordinator	219-9353	Position currently vacant	
JOHN DI GIULIO, Compliance Officer	219-1159	jdigiuliolpdb@gmail.com	jdigiulio@lpdb.la.gov
Budget Officer	219-1155	position currently vacant	
JULIE GREGORY, Paralegal	219-3394	jgregorylpdb@gmail.com	jgregory@lpdb.la.gov
ANNE GWIN, Executive Assistant	219-1158	agwinlpdb@gmail.com	agwin@lpdb.la.gov
HEATHER HALL, Special Projects Advisor	485-9349	hhalllpdb@gmail.com	hhall@lpdb.la.gov
ROGER HARRIS, General Counsel	219-3307	rharrislpdb@gmail.com	rharris@lpdb.la.gov
Attorney 4	219-1160	Position pending	
KAREN PLAISANCE, Paralegal	219-9337	kplaisancelpdb@gmail.com	kplaisance@lpdb.la.gov
LYNETTE ROBERSON, JIDAN Coordinator	219-3360	lrobersonlpdb@gmail.com	lroberson@lpdb.la.gov
ERIK STILLING, ITM Director	219-1161	erikstilling@gmail.com	estilling@lpdb.la.gov
SEAN WILLIAMS, IT Support Assistant	219-3352	swilliamslpdb@gmail.com	swilliams@lpdb.la.gov
CONFERENCE ROOM 3RD FLOOR	219-3518		
CONFERENCE ROOM 5TH FLOOR	219-1163		
TRAINING ROOM – 3 rd Floor	219-3311		

FAX - MAIN OFFICE	219-9326		
FAX - 3RD FLOOR	219-3519		
FAX – GENERAL COUNSEL	219-3382		
FAX - COMPLIANCE/CAPITAL	219-1193		
FAX – EXECUTIVE ASSISTANT	219-1194		
AX – ITM	219-9445		
FAX - VACANT	219-9345		
ALL STAFF		allstafflpdb@gmail.com	

DISTRICT DEFENDER EMERGENCY CONTACT INFORMATION				
DISTRICT	PARISH	PHONE	EMAIL	BACK-UP GMAIL
1st	Caddo	318-221-2220	district1@publicdefenders.la.gov	pdodistrict1@gmail.com
2nd	Bienville, Claiborne, Jackson	318-259-4184	district2@publicdefenders.la.gov	pdodistrict2@gmail.com
3rd	Lincoln, Union	318-255-5100	district3@publicdefenders.la.gov	pdodistrict3@gmail.com
4th	Morehouse, Ouachita	318-322-6643	district4@publicdefenders.la.gov	pdodistrict4@gmail.com
5th	Franklin, Richland, W. Carroll	318-428-9430	district5@publicdefenders.la.gov	pdodistrict5@gmail.com
6th	East Carroll, Madison, Tensas	318-574-2554	district6@publicdefenders.la.gov	pdodistrict6@gmail.com
7th	Catahoula, Concordia	318-336-7548	district7@publicdefenders.la.gov	pdodistrict7@gmail.com
8th	Winn	318-628-3592	district8@publicdefenders.la.gov	pdodistrict8@gmail.com
9th	Rapides	318-443-7082	district9@publicdefenders.la.gov	pdodistrict9@gmail.com
10th	Natchitoches	318-352-9311	district10@publicdefenders.la.gov	pdodistrict10@gmail.com
11th	Sabine	318-872-6250	district11@publicdefenders.la.gov	pdodistrict11@gmail.com
12th	Avoyelles	318-253-0091	district12@publicdefenders.la.gov	pdodistrict12@gmail.com
13th	Evangeline	337-363-2229	district13@publicdefenders.la.gov	pdodistrict13@gmail.com
14th	Calcasieu	337-436-1718	district14@publicdefenders.la.gov	pdodistrict14@gmail.com
15th	Acadia, Lafayette, Vermilion	337-232-9345	district15@publicdefenders.la.gov	pdodistrict15@gmail.com
16th	Iberia, St. Martin, St. Mary	337-828-3628	district16@publicdefenders.la.gov	pdodistrict16@gmail.com
17th	Lafourche	985-446-8808	district17@publicdefenders.la.gov	pdodistrict17@gmail.com
18th	Iberville, Pointe Coupee, West Baton Rouge	225-638-9083	district18@publicdefenders.la.gov	pdodistrict18@gmail.com
19th	East Baton Rouge	225-389-3150	district19@publicdefenders.la.gov	pdodistrict19@gmail.com
20th	East & West Feliciana	225-683-3620	district20@publicdefenders.la.gov	pdodistrict20@gmail.com
21st	Livingston, St. Helena, Tangipahoa	985-748-4922	district21@publicdefenders.la.gov	pdodistrict21@gmail.com
22nd	St. Tammany, Washington	985-892-5002	district22@publicdefenders.la.gov	pdodistrict22@gmail.com
23rd	Ascension, Assumption, St. James	225-647-9673	district23@publicdefenders.la.gov	pdodistrict23@gmail.com
24th	Jefferson	504-364-2824	district24@publicdefenders.la.gov	pdodistrict24@gmail.com
25th	Plaquemines	504-297-5236	district25@publicdefenders.la.gov	pdodistrict25@gmail.com
26th	Bossier, Webster	318-965-0630	district26@publicdefenders.la.gov	pdodistrict26@gmail.com
27th	St. Landry	337-942-3003	district27@publicdefenders.la.gov	pdodistrict27@gmail.com
28th	LaSalle	318-992-0881	district28@publicdefenders.la.gov	pdodistrict28@gmail.com
29th	St. Charles	985-764-2338	district29@publicdefenders.la.gov	pdodistrict29@gmail.com
30th	Vernon	337-392-3077	district30@publicdefenders.la.gov	pdodistrict30@gmail.com
31st	Jefferson Davis	337-824-4900	district31@publicdefenders.la.gov	pdodistrict31@gmail.com
32nd	Terrebonne	985-873-6831	district32@publicdefenders.la.gov	pdodistrict32@gmail.com
33rd	Allen	337-639-4309	district33@publicdefenders.la.gov	pdodistrict33@gmail.com
34th	St. Bernard	504-278-4438	district34@publicdefenders.la.gov	pdodistrict34@gmail.com
35th	Grant	318-627-3255	district35@publicdefenders.la.gov	pdodistrict35@gmail.com
36th	Beauregard	337-462-8891	district36@publicdefenders.la.gov	pdodistrict36@gmail.com
37th	Caldwell	318-649-2626	district37@publicdefenders.la.gov	pdodistrict37@gmail.com

38th	Cameron	337-775-8131	district38@publicdefenders.la.gov	pdodistrict38@gmail.com
39th	Red River	318-872-2973	district39@publicdefenders.la.gov	pdodistrict39@gmail.com
40th	St. John the Baptist	985-651-6677	district40@publicdefenders.la.gov	pdodistrict40@gmail.com
41st	Orleans	504- 821-8101	district41@publicdefenders.la.gov	pdodistrict41@gmail.com
42nd	De Soto	318-872-6250	district42@publicdefenders.la.gov	pdodistrict42@gmail.com

CONTRACT PROGRAM EMERGENCY CONTACT INFORMATION			
PROGRAM	PHONE	EMAIL	BACK-UP G-MAIL
Baton Rouge Capital Conflict Office (BRCCO)	225-338-0235	david@BRCCO.org	brcco.coop@gmail.com
Capital Assistance Project of Louisiana (CAPOLA)	318-222-3778	gauchozip@yahoo.com	capola.coop@gmail.com
Capital Defense Project of SE Louisiana (CDPSELA)	504-595-8965	kerryrc@capitald.org	capsela.coop@gmail.com
Louisiana Capital Assistance Center (LCAC)	504-558-9867	rbourke@thejusticecenter.org	lcac.coop@gmail.com
Capital Appeals Project (CAP)	504-529-5955	saraho@thejusticecenter.org	capitalappeals.coop@gmail.com
Capital Post Conviction Project of Louisiana (CPCPL)	504-212-2110	gclements@cpcl.org	cpcl.coop1@gmail.com
Innocence Project of New Orleans (IPNO)	504-943-1902	EmilyM@ip-no.org	ipno.coop@gmail.com
Louisiana Appellate Project (LAP)	985-892-1707	lap_director@bellsouth.net	lap.coop@gmail.com

All District Defenders and all contract program Directors are required to notify the State Public Defender, electronically and/or telephonically, of an announced emergency situation requiring evacuation or office closure, and if and when their individual COOPs are to be or have been activated. All District Defenders and contract program Directors are required to provide to the State Public Defender, electronically and/or telephonically, status reports (at reasonable intervals), notification that the emergency has been resolved, and the date and time of proposed resumption of business.

Upon notification by a District Defender or contract program Director of an immediate emergency requiring evacuation or office closure, and/or of the activation of their COOP, the State Public Defender will immediately notify the LPDB members, LPDB staff, and the agencies, offices, and facilities submitted to LPDB by the District Defender or program Director in their most recent annual report response, of the COOP activation. The State Public Defender shall also provide to the website administrator pertinent information to be posted.

All District Defenders, contract program Directors and LPDB staff have an obligation to notify, telephonically and electronically, the State Public Defender or her designee of his/her location and well-being as soon as possible following a hurricane or other emergency.

Annually, upon receipt of the district survey responses, the LPDB will compile emergency contact information provided by each District Defender and Program Director. This shall include but not be limited to federal, state, city, parish and municipal emergency preparedness facilities, prisons, jails, detention centers, state police headquarters, sheriff's offices, police departments, mental health secure facilities, probation and parole, juvenile facilities, district attorneys, courts and clerks of court.

VII. Reconstitution and Resumption of Normal Operations

The State Public Defender or her designee will notify all concerned parties when an emergency has been resolved or is operationally under control.

VIII. Training and Exercise

The LPDB will conduct training of all staff members, district offices and contract offices to ensure understanding of emergency operations.

IX. Website

All LPDB staff members, District Defenders and contract program Directors have a duty to routinely check the homepage of the LPDB website (www.lpdb.la.gov) for regular notifications and office updates.

When available and when possible, LPDB will post all information related to specific emergencies on the homepage of its website.

LPDB will make every effort to maintain the website for current and accurate information based on specific emergency situations.